

MINUTES
Board of Directors Meeting
Durham Convention & Visitors Bureau
A Durham Tourism Development Authority
Tuesday, November 19, 2002

Present

Paul Broughton
James Heyward
Bill Kalkhof
Jason Lazich

John Mallard
Tom Niemann
Reyn Bowman
Shelly Green

Absent

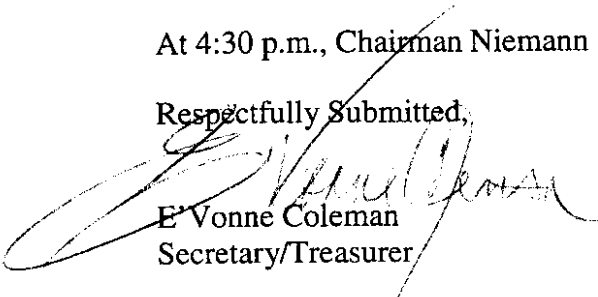
Joe Bowser

At 3:05 p.m. Chairman Tom Niemann called the meeting to order and the following actions were taken:

- Voted to approve the Minutes of October 22, 2002.
- Voted to approve the Financial Status Report as of October 31, 2002.
- Voted to adopt updated wording for the Annual Bureau Objectives.
- Voted for the Chairman to send a letter to Rod Abraham of the Durham Civic Center Authority welcoming him to attend future meetings.
- Voted to authorize new resolutions for signature cards for bank accounts. For the Board, E'Vonne Coleman and John Mallard will be on all cards with the exception of the account at Cardinal State Bank.
- Voted to adopt a resolution providing technical fixes to the retirement plan as required by changes in federal law.
- Reviewed and discussed the monthly President's Report.

At 4:30 p.m., Chairman Niemann adjourned the meeting.

Respectfully Submitted,


E'Vonne Coleman
Secretary/Treasurer